



DCU EXAMINATION APPEALS BOARD

MODULE RECHECK PROCEDURE

Version	
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1. Context

- 1.1. The following procedures arise from the decision of Academic Council on 7 December 2016 to implement a module recheck facility, on a pilot basis for 2 years commencing with the academic year 2017/18¹.
- 1.2. A recheck is the administrative process whereby it is confirmed that:
 - All elements submitted for assessment were considered and assessed
 - The calculation of the marks awarded was correct
 - No errors or omissions occurred in the recording, collating or combining of marks
 - The correct summary mark was presented to the Progression and Award Board.
- 1.3. A recheck does not involve the regrading of exam scripts or continuous assessment.
- 1.4. A recheck of a module is only open to students who were unable to avail of the relevant consultation days, following the promulgation of results, for the following reasons:
 - Certified Illness
 - Being abroad during the examination consultation period (either semester)
- 1.5. A recheck can generally only be requested following confirmation of marks by a Progression and Award Board. This will usually be after the summer and autumn diets of examinations.
- 1.6. In exceptional circumstances, students may request a recheck of a provisional² examination result that has not been formally approved by the relevant Progression and Award Board, namely, where students have failed the module concerned and the resit opportunity takes place before the examination result is formally approved by a Progression and Award Board. Where students request a recheck under such circumstances, a further recheck cannot be requested following the Progression and Awards Board

2. Lodging a Recheck Request

- 2.1. Two collated and stapled copies of all recheck documentation (completed form and supporting documentation i.e., medical certificate or evidence of travel) for each recheck requested should be submitted to Academic Affairs, Room D106, Bea Orpen Building, DCU Glasnevin Campus.
- 2.2. Completed Module Recheck Forms must be submitted within a specified number of days³

¹ Available for academic sessions commencing September 2017

² Where examination results have been approved by a Programme Board Examination Review Committee or equivalent but have not been formally approved by a Progression and Award Board.

³ This period is the same as that applicable for the submission of appeals, currently 10 days from the date of promulgation of the results on-line for which the recheck is requested

- 2.3. Recheck requests submitted after the closing date for lodging requests will not be considered.
- 2.4. When a module recheck is successfully submitted you will receive a confirmation email to your DCU email account to acknowledge its receipt. (You must use your DCU email account to submit). The email provides a copy of your submission. Should you not receive this email, then your module recheck **has not been** successfully submitted. I acknowledge that, even if I have paid the module recheck fee, if I do not receive a receipt of submission of my online module recheck form to my DCU email account, then my module recheck has not been successfully submitted and therefore cannot be considered by the Examination Appeals Board. (Should you not receive an email receipt, please contact academicsecretariat@dcu.ie, in advance of the closing date for lodging appeals).
- 2.5. Module Recheck Request Forms must be accompanied by evidence of the basis upon which a request is being requested.
- 2.6. An administration⁴ fee will be payable in respect of each module for which a recheck is sought. This administration fee is non-refundable except in the case of a student where an error is discovered when conducting the recheck.

3. Procedures on receipt of Recheck Request

- 3.1. Completed forms will be distributed by Academic Affairs to the relevant schools.
- 3.2. It is recognised that examination script and continuous assessment storage arrangements vary across schools and faculties. Similarly, the arrangements in place to facilitate the recheck process may vary across schools.
- 3.3. The Head of School⁵ or nominee will ensure that
 - 3.3.1. The recheck is undertaken
 - 3.3.2. The outcome is submitted to Academic Affairs as per the date specified in the email from the OVPA Administrator. This deadline is necessary to ensure that the Examination Appeals Board members get the information in time for the meeting.⁶
 - 3.3.3. Where the recheck gives rise to a change in grade, the post PAB amendment procedure must be followed. Direct contact must be made with the Student Awards Manager to initiate this procedure
 - 3.3.4. As assessment storage arrangements vary across schools and faculties, each school should make their own arrangements as to who will conduct the recheck.

⁴ Currently €20 per module

⁵ Reflecting “ownership” of modules which resides with the schools responsible for their delivery

⁶ The candidate may have simultaneously submitted an appeal request and hence it is essential that the outcome of the recheck process is known to the Examination Appeals Board.

3.4. The administrator in Academic Affairs will

- 3.4.1. Notify students where a recheck will not be undertaken as the request was not accompanied by relevant documentation
- 3.4.2. Notify the Examination Appeals Board of any changes affecting students who have also submitted an appeal.
- 3.4.3. Notify the student of the outcome of the recheck within one week of the date of the Appeals Board meeting.